



**Eaton Square Sixth Form: A level Tutors (Business)**  
**Job Description 2019/2020**

**EATON SQUARE**  
MAYFAIR

Role	Tutor of Business - Full time or part-time
Accountable to:	The Head
Accountabilities <i>(in addition to those required of a qualified teacher)</i>	<ol style="list-style-type: none"><li><b>Teaching and learning</b><ul style="list-style-type: none"><li>Teaching A-Level Business.</li><li>Planning and preparing relevant material and activities to teach the classes allocated, according to academic policies.</li><li>Setting and marking students work regularly and appropriately in line with School policy; recording marks, monitoring progress and writing reports as required.</li><li>Participating in the arrangements for preparing and assessing students work for public examinations.</li><li>Cooperating with colleagues in operating mark schemes, researching materials, participating in training and developing new courses.</li><li>Participating in the Staff Appraisal Scheme and cooperating with the appraiser. Ensuring subject knowledge and teaching skills are kept up-to-date.</li><li>Being available at all reasonable times during the school day and during school holidays when necessary at pre-arranged times. Covering for absent colleagues.</li><li>Ensuring, where appropriate, that work is displayed in teaching rooms and a high standard of tidiness is maintained.</li><li>Attending Departmental Meetings and general Staff Meetings, and participating in smaller working groups as appropriate.</li></ul></li><li><b>Pastoral</b><ul style="list-style-type: none"><li>Sharing in the pastoral responsibility for all students in the School and especially for those in the teacher's tutor, house or teaching group, liaising where appropriate with Tutors, Heads of Year and the Senior Management Team.</li><li>Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the School. Being familiar with the School and Departmental policies on child protection, discipline and health and safety.</li></ul></li><li><b>General</b><ul style="list-style-type: none"><li>Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students.</li><li>Attending and contributing to assemblies and, as often as is reasonable, other School and Departmental activities, events</li></ul></li></ol>

	<p>and trips, playing an active part in wider aspects of School life. Attending Parents' Evenings, Prize Giving and Open Days as required.</p> <ul style="list-style-type: none"> <li>• Contributing to the wider curriculum as required.</li> </ul>
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**NB This list is not exhaustive and this job description may be amended to meet the demands of the School or by request of the Line Manager.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*